

Transition Services Available on Fort Detrick

ARMY CAREER AND ALUMNI PROGRAM (ACAP)

Provides the following services to Federal Employees who have received notification of separation:

- Transition briefings
- Counseling
- Referrals to service providers
- Workshops
- Job search resources
- Resume preparation
- Interviewing skills

Contact Raquel Cajudo at 301-619-3315, Bldg. 1520

ALCOHOL AND DRUG ABUSE PREVENTION AND CONTROL PROGRAM (ADAPCP)

Provides the following services:

- Civilian Counseling Service - Professional, confidential evaluation and referral services.
- Employee Assistance Program (EAP) – a work-based program designed to assist in the identification and resolution of productivity problems associated with employees impaired by personal concerns. Services include consultation, evaluation, education, referral, follow-up, and short-term counseling. The program assists with marital issues, stress, alcohol/drug problems, mental health issues, child/elder care, and financial counseling to name a few.
- Prevention and awareness Education and Training. This is accomplished in two parts – supervisor training and employee education. Promotes understanding of: Army policies relevant to work performance problems, drug use, confidentiality, and the Army EAP; the importance of consulting with the CPAC specialist and the responsibilities of offering EAP services; how employee performance and behavioral changes should be recognized and documented; the roles of the supervisors, the Medical Review Officer, the EAP Office, the CPAC and the treatment personnel; the "how and when" to use the Army EAP; how the EAP is linked to the performance appraisal and the disciplinary process; and the process of reintegrating employees into the work force.
- All services are provided by trained professionals, and are treated as confidential medical appointments.

Contact: Mr. Dan Hocker at 301-619-2120, Bldg. 1520.

CONSUMER AFFAIRS AND FINANCIAL ASSISTANCE PROGRAM (CAFAP)

Provides the following services:

- Training on money management, proper use of credit, check writing principles, investments, insurance and transition
- Debt Liquidation Program
- Personal financial analysis
- Balance checking accounts
- Work with creditors to pay off debts
- Establish and maintain a budget
- Alternatives to repaying debts
- Credit rating analysis and impact
- Unemployment Benefits
- Thrift Savings Plan
- Severance pay versus RIF buy out
- Personal Counseling
- Class Presentations

Contact: Mr. Patrick Garbart at 301-619-3455, Bldg. 1520.

CHAPLAIN

Provides the following services:

- A variety of religious services through the Unit Ministry Team.
- Counseling
- Family counseling
- Special organizational support for religious issues

Contact: Chaplain - LTC Gregory Black or CPT Paul Ramsey at 301-619-7371, Bldg. 1776.

CIVILIAN PERSONNEL ADVISORY CENTER (CPAC) AND ARMY BENEFITS ASSISTANCE

Provides the following services:

- Training on Reduction in Force (RIF), Priority Placement Program (PPP), Voluntary Early Retirement (VERA), Voluntary Separation Incentive Program (VSIP).
- Provide opportunity to review your Official Personnel Folder (OPF)
- Answer questions about, and assist employees in updating their OPF

Contact: Ms. Pam Keeling, 301-619-2248, Bldg. 810.

Benefits Assistance (civilian personnel) – Army:

Army Benefits Center (ABC) Employee Benefits Information System (EBIS) web site (<http://www.abc.army.mil>) or the Interactive Voice Response System (IVRS) at 1-877-276-9833. ABC can provide information on retirement planning, retirement counseling and processing as well as retirement estimates.

EQUAL OPPORTUNITY EMPLOYMENT OFFICE (EEO)

Provides the following services:

- Assist employees in the pre-complaint process
- Counseling to assist employees in resolving complaints informally
- Alternate Dispute Resolution (ADR)
- Assist in formal complaint process filing
- Medical Command (MEDCOM) Pre-Complaint Resolution Program (MEPRP).

Contact: Ms. Beverly Smith, 301-619-2224, Bldg. 810.

FAMILY ADVOCACY PROGRAM (FAP)

Provides Workshops, Classes and Seminars on the following topics:

- Effective ways to manage stress
- Anger management groups (separate groups for men and women)
- Couples communication groups
- Parenting classes and individual assistance
- Support groups

Contact: Ms. Becky Myers, 301-619-2408, Bldg 1424.

STAFF JUDGE ADVOCATE'S OFFICE (SJA)

Provides the following services:

- Counseling on post-government employment restrictions
- Post-government ethics counseling
- Employment restrictions

Contact: Mr. Ken Allen, 301-619-2221, Bldg. 521.

Installation Prevention Team (IPT):

- Workplace Violence Prevention – training; individual evaluation and referrals
- Suicide Prevention training
- Crisis intervention – contact PMO at 301-619-7114 and the appropriate mental health support can be paged.

Contact: Becky Myers at 301-619-2408 or Angie Armstrong at 301-619-3137.